

**Open Account**

**Standard Document Checking Requirements**

**For**

**The Jones Group Spain, S.L.**

January 6, 2011

## **Required Documents**

Where indicated, Citibank will examine documents for the existence of “Items to be checked”. Except as specifically required below, Citibank will not compare information in one document to information in any other documents.

Vendors can only combine documents in a presentation for one purchasing organization appearing on our JAG Purchase Orders. Presentations with more than one purchasing organization will be split into multiple presentations.

An e-copy is a scanned or image document sent via email or other electronic means.

### **Document 1: Commercial Invoice in U.S. Dollar (USD) Only**

- Required for all countries
- Signed commercial invoice (photocopy or e-copy, stamped original)
- Payment Remit To full name, address and bank details must be clearly defined

### **Document 2: Bill of Lading or Airway Bill or Non-Negotiable Sea Waybill or Non-Negotiable Waybill or Delivery Order or Cargo Receipt or Truck Bill of Lading**

- Required for all countries
- A copy or e-copy of either is acceptable
- Foreign to foreign shipments: Cargo Receipt as transport document – transport document can be dated no more than 20 days after x-factory date listed on our SAP purchase order.
- Courier receipt may have different address. Only for consignee.
- For LDP/DDP vendors – Delivery order, Truck bill of lading or TIR as the transport document.
- Deliver Order should be dated no more than 15 days after x-factory date listed on our SAP purchase order.
- Must be consigned to the following:
  - The Jones Group Spain, S.L.  
Calle Ayala, 66 28001 Madrid, Spain
- Must be marked notify the following :
  - DAMCO Spain, SL  
Avda. De Bruselas, 7  
28108 Alcobendas (Madrid)

## **Performance Criteria and Tolerances**

### **Payment Terms**

- Please see the following for payment terms:
  - o 0 -15 days from ship date, payment in 30 days
  - o 16 – 37 days from ship date, payment in 45 days
  - o 38 -45 days from ship date, payment in 52 days
  - o Over 45 days, payment within 55 days
- The source of the shipment date is indicated in the transport doc.
- Approved presentation of documents include submitting the above documents